

## **Job Profile - Workshop Manager**

**Job Title: Workshop Manager**

**Job Grade: Level 4, Zone 2**

**Salary Range: £45,042 - £51,870**

### **About Camden**

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all. Working within the Council's Repairs & Operations service, this role manages the in-house workshop to manufacture high quality items for the repairs service to deliver consistently high quality and timely repairs and maintenance to high satisfaction levels and within strict budget constraints for the Council's diverse housing stock of 24,000 tenanted homes and 9,000 leasehold properties.

### **About the role**

The in-house workshop comprises metal fabrication, joinery, glazing and paint-shop teams, and the Workshop Manager provides the operational management for these directly employed teams to ensure continual health & safety management, performance management and support. The role is responsible for the manufacture and supply of high quality products to assist in meeting the high demands of a metropolitan housing stock with its varied requirements including conservation work and listed building requirements. Cost control is vital in a demanding commercial environment and to ensure that the in-house teams provide good value for money.

This role directly supports Camden's ambition to have decent, safe, warm and family-friendly homes to support our communities. Also, that by 2030 Camden's estates and their neighbourhoods are healthy, sustainable and unlock creativity. The quality and state of repair of our housing stock is so crucial in providing an environment for our residents to flourish, ensuring that nobody gets left behind.

### **About you**

You will have technical experience in a building trade, preferably with a recognised qualification or suitable 'time-served', and you will be familiar with reading technical drawings. Experience of working in a metal work, joinery,

glazing or paint shop would be beneficial. You will have a recognised health & safety qualification and experience of managing against strict health & safety principles, ideally in a workshop environment. With experience of managing performance, quality, and experience of managing teams against objectives and key performance indicators. Specific responsibilities will include:

- Ensure an equipment/plant register is maintained and periodic testing, certification of workshop plant & equipment
- Ensure health & safety is tightly managed with good housekeeping and maintenance records and certifications are accurate and kept up to date.
- Carry out quality assurance checks and inspections to establish cost, time taken and compliance with all required standards
- To be actively involved in the regular review of measures to achieve continuous improvement and action changes to processes, practices, and systems, which add value, remove waste and create and maintain a “right first time” environment.
- Manage and maximise available resources within a repairs workshop environment. Review business priorities to ensure allocated resources are used efficiently, productively and flexibly and to carry out regular 1:1s with workshop staff.

**Work Environment:**

This role will be based within the workshop with regular to sites across the borough.

**People Management Responsibilities:**

This role directly manages 10-12 operatives within the workshop teams.

**Relationships:**

This role will work with operational managers, front line operational staff, senior managers, heads of service, and directors as required.

**Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

**Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

**Diversity & Inclusion**

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and other ethnic groups, those who identify as LGBT+, neurodiverse and disabled people. Click [Diversity and Inclusion](#) for more information on our commitment.

**Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

**Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG.